

Public Safety Branch  
Public Safety Group  
Fire Series

**FIRE CAPTAIN**

12/96 (TLW)

*Summary*

Under general supervision, function primarily as a supervisor in the emergency operation division or as a supervisor in an administration or training division, if assigned.

*Typical Duties*

Perform functions of fire suppression supervisor as assigned. Involves: commanding a fire company and station, including all shifts of personnel and activities assigned to that station; directing and participating in emergency activities such as fire suppression, rescue, medical assistance, hazardous materials, and other emergency incidents; directing and providing related support such as minor maintenance of equipment, apparatus and facilities, inspecting buildings and fire hydrants, and fire prevention activities; training and evaluating personnel.

Perform functions of assistant to Administration Chief as assigned. Involves: assisting with personnel and payroll functions, purchasing, inventory and property control, maintenance of fuel usage records; maintaining administrative supplies; performing related administrative functions as required.

Perform functions of Medical Coordinator as assigned. Involves: conducting and coordinating medical training; developing training programs and lesson plans; coordinating training programs and developing medical protocols and with Medical Director and E.M.S.; assisting with purchase of medical supplies and equipment; serving as liaison with other agencies and acting as departmental representative to Medical Advisory Board; maintaining medical training records.

Perform functions of training officer as assigned. Involves: assisting Training Chief in coordinating departmental training programs; conducting training classes; developing training programs and lesson plans; supervising recruit trainee class; developing, administering, and grading trainee examinations.

Perform related work as required. Involves: assuming command of division during temporary absence of superior; preparing reports and maintaining records.

*Minimum Qualifications*

Training and Experience: Seven and one-half (7 ½) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one-half (2 ½) years of service as a Lieutenant.

Knowledge, Skills and Abilities: Considerable knowledge of: firefighting methods, practices, techniques and equipment; building construction; fire laws, ordinances and regulations; department's policies, rules and regulations. Some knowledge of administrative methods.

Ability to: make quick and accurate decisions in emergencies; firmly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; establish and maintain good working relationships with subordinates and the general public; express oneself clearly and concisely, both orally and in writing.

Skill in safe operation of fire department motor vehicles through city traffic under normal or emergency conditions.

Licenses & Certifications: Texas Class "C" Driver's license (with exemption for heavy firefighting vehicles).

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Director of Personnel

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Department Head